

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT FORMS TO STOP AN ORDER OF ASSIGNMENT BY AGREEMENT

This request can be completed by the person paying support OR the person receiving support, but must be signed by BOTH, as well as by a representative of the IV-D Agency if either party is using the child support services of the state.

COMPLETE THESE FORMS IF:

An “*Order of Assignment*” is in effect against one of the parties, **AND**

- ✓ You wish **stop** the order of assignment completely, **AND**
- ✓ **Both parties agree** that the Order of Assignment should be stopped, **AND**
- ✓ The underlying Court Order for Child Support or Spousal Maintenance (alimony) states certain conditions for stopping the support or maintenance and one or more of those conditions (as listed in Item 7 on the “*Agreement to Stop Order of Assignment*”) applies to you.

TO COMPLETE THESE FORMS YOU WILL NEED:

- ✓ The date the current “*Order of Assignment*” was signed. If you do not know this date, you can find it on the original “*Order of Assignment*” in the court file.

DEFINITIONS:

“**Obligee**” is the person or agency entitled to receive support payments.

“**Obligor**” is the person ordered to make support payments.

HOW TO FILL OUT THE FORMS: TYPE OR PRINT CLEARLY, USING BLACK INK ONLY.

AGREEMENT TO STOP ORDER OF ASSIGNMENT

If both parties are not signing this Agreement at the same time, the person filing the Agreement should mail a copy of the Agreement to the other party. If the person receiving the papers agrees with the proposed change, he or she should sign the Agreement in the presence of a notary public, make a copy for his/her own records and return the notarized original to the person who is filing the papers.

If either party is using the child support collection services of the State (if there is an ATLAS number, this is probably true), the Agreement must also be signed by a representative of the IV-D Agency. If you don't know which of the four IV-D offices in Maricopa County is handling your case, call 602-252-4045 and ask which regional office is handling your case and how to contact that office. Next, contact that office to find out how to get an Agency representative's signature. You may take the Agreement in to the IV-D office or mail it. If mailing, keep your signed original(s) and mail a copy to: Attorney General, Child Support Enforcement, P. O. Box 6123, Site Code 775 C, Phoenix, AZ 85005. Enclosing a self-addressed, stamped envelope for the Agency to mail the signed form back to you may speed the response time, or you may arrange to pick up the form from the Agency office.

Match each numbered item in the instructions with the same numbered item on the form.

Enter the following information:

- (1) (At top left) Print the name and other information requested for the person submitting this form. If you are representing yourself in this matter, check the box before “Self”.
- (2) The names of the persons shown as the petitioner/plaintiff and respondent/defendant *on the original Order of Assignment*.
- (3) The case number that appears on the Order of Assignment.
- (4) The ATLAS number (if one has been assigned to your case).

- (5) The name of the person ordered to make the payments (the Obligor) on the first line. Type or print the name of the person receiving the payments (the Oblige) on the second line.
- (6) The date the current Order of Assignment, the one you want to stop, was signed. This will be near the Judicial Officer's signature on the Order.
- (7) Check the appropriate box(es) to explain why the Order of Assignment should be stopped.
- (a) Check this box if ALL back child support has been paid AND current child support is not to be paid any more. Then write the name of each child listed in the Child Support Order on the line to the left, and the number of the reason (1-5) support is no longer owing for that child on the line next to his or her name.

Check all other boxes that apply. If there are multiple Orders of Assignment for support or maintenance of the same children or the same spouse under different case numbers, check the box for the last or next to the last (or both, if appropriate) selections and write in the other case numbers.

Signatures/Notary Information: Do not sign until directed to do so by a Notary Public or A Clerk of Court. Sign only your own name. Do not fill out the rest of this page. Signing your name is a statement to the Court that you believe the information submitted is true and correct. The IV-D representative's signature does not need to be notarized.

ORDER STOPPING ORDER OF ASSIGNMENT

Match the numbered instructions below with the matching numbers on the form.

- (1) Fill in the name of the person shown as the petitioner on the original "Order of Assignment."
- (2) Fill in the name of the person shown as the respondent on the original "Order of Assignment."
- (3) Fill in the case number ATLAS Number (if any) that appears on the original "Order of Assignment."
- (4) Fill in the name of the person who is ordered to make payments (the Obligor).

STOP! Do NOT fill out the rest of *this* form. It will be completed by a judicial officer or court staff. Go to the next form.

CURRENT EMPLOYER INFORMATION SHEET

Fill in the information requested on this short form, which asks only for:

- Case Number,
- ATLAS Number (if one has been assigned to this case),
- Name of the payor, the person who has been making payments,
- Name and payroll address, fax and phone numbers for the payor's current employer (the one(s) named in the Order of Assignment),
- Name and payroll address, fax and phone numbers for the payor's previous employer.

**WHEN YOU HAVE COMPLETED THESE FORMS, GO TO THE "PROCESS CHECKLIST"
AND FOLLOW THE STEPS LISTED THERE.**